



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

18 December 2023


DIVISION MEMORANDUM
NO. **655** S. 2023

**GUIDANCE ON THE RELEASING OF SERVICE
RECOGNITION INCENTIVES (SRIs)**

To: OIC, Assistant Schools Division Superintendent
Chief Education Supervisor
Curriculum Implementation Division
OIC, Chief Education Supervisor
School Governance and Operations Division
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is a Memorandum issued by Atty. Michael Wesley T. Poa, Undersecretary and Chief of Staff, Officer-in-Charge, Office of the Undersecretary for Finance, and Francis Cesar B. Bringas, Assistant Secretary for Operations, Officer-in-Charge, office of the Undersecretary for Operations, with subject "*Guidance on the Releasing of Service Recognition Incentives (SRIs)*".

3. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be included in the Perpetual Index
under the following subjects:

INCENTIVE
EMPLOYEES
GRANT
SERVICE




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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

FOR : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHER IMPLEMENTING UNITS (IUs)

FROM : 
Atty. MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff
Officer-in-Charge, Office of the Undersecretary for Finance


FRANCIS CESAR B. BRINGAS
Assistant Secretary for Operations
Officer-in-Charge, Office of the Undersecretary for Operations

SUBJECT : **Guidance on the Releasing of Service Recognition Incentives (SRIs)**

DATE : December 15, 2023

In compliance with Administrative Order No. 12, s. 2023 or the *Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2023* as promulgated by the Office of the President of the Philippines, all Regional and Schools Division Offices are hereby directed to observe the following guidelines for the releasing of the cash incentive:

1. The Service Recognition Incentive to be distributed to qualified DepEd employees **shall be a uniform amount of eighteen thousand pesos (PHP 18,000.00).**
2. Schools Division Offices and other Implementing Units **shall begin the processing of payments on December 18, 2023 (Monday),** and the distribution of the SRIs **shall commence on December 19, 2023 (Tuesday).**
3. The default mode of distribution of the SRIs **shall be in cash only.**
4. Exception on the cash-only mode of distribution **shall only be afforded for teachers in far-flung areas and only upon their written request.** The SRIs of the concerned teachers may be distributed via their payroll ATMs.

All offices concerned with the processing and releasing the SRI **are expected to expedite the payment subject to usual budget, accounting, and auditing rules.**

For guidance and compliance.